Admissions Process
Timeline for Governing Bodies

**Summer 1**
Detailed Review
- Conduct a detailed review of the Admissions Policy, including oversubscription criteria.
- Check for full compliance against the School Admissions Code. Decide if amendments need to be made.
- Has there been a consultation in the last 7 years?

**Autumn 1**
FGB Decision
- Spend time in Autumn 1 FGB meeting finalising any changes to the Admissions Policy.
- Ensure that the draft policy is sent to your responsible body for scrutiny before consultation.
- If no changes are required after scrutiny, then next step to follow should be scheduled for Spring 2.

**Autumn 2**
Consult
- If amendments need to be made to the Admissions Policy, then a full consultation must be carried out.
- Schools are required to consult with the full list of stakeholders, as per the School Admissions Code.
- This must take place for a six week period between October – January.

**Spring 1**
Finalise
- Collate responses from the consultation and respond if appropriate.
- Liaise with the diocese and / or your responsible body regarding any objections to your proposed Admissions Policy.
- Once your Admissions Policy has been finalised, then it must be sent to the Diocese and / or your responsible body for scrutiny before being sent to the relevant LA for formal determination.

**Spring 2**
Determine
- DEMAT – Trustees
- VA – Diocese
- VC – LA
- Single Academy – Diocese